

2. SAMPLE ASKING FOR LETTER OF SUPPORT

May 18, 2006

Honorable

Dear Senator _____,

This fall, the Kentucky State Historical Records Advisory Board, the Kentucky Council on Archives, and the Kentucky Department for Libraries and Archives are sponsoring the fifth annual Kentucky Archives Week, October 8-14, 2006. Kentucky Archives Week will celebrate the importance of archives and historical records in the Commonwealth of Kentucky through our 2006 Kentucky Archives Week theme, "Family Heritage."

Our institution, _____ would like to invite you to become a member of our Kentucky Archives Week Honorary Committee. The names of members of the Honorary Committee will be used on press materials noting that they are supporters of Kentucky's archives and Kentucky Archives Week events here at _____. **As a member of the Honorary Committee you will not be required to do anything other than to provide the us with a letter of your support which you may send to This Institution, Wildcat Street, Any town, KY.**

I hope that you will lend your support to our celebration of Kentucky Archives Week here at _____ and the preservation of Kentucky's written heritage by becoming a member of our Kentucky Archives Week Honorary Committee. Should you have any questions please contact me at _____.

Sincerely yours,